

8 April 1955

MEMORANDUM FOR: Chief, Accounts Branch
Chief, Operations and Liaison Branch
Chief, Payroll and Travel Branch

SUBJECT : Liquidation of Delinquent Advances by
Offset of Compensation

25X1A

1. Agency Regulations [redacted] and Standardized Government Travel Regulations (paragraph 96) provide that outstanding advances which have not been fully recovered by deductions from reimbursement vouchers or voluntary refunds by the traveler shall be recovered promptly by set-off of salary due, retirement credit, or by such other legal method of recovery as may be necessary. Salary or other amounts due shall be resorted to ahead of retirement credit.

2. In initiating action to protect the interests of the Agency through exercise of the right of set-off of compensation or other amounts due employees and agents on the active rolls, the following procedure will be observed:

a. Each employee or agent will be given prior notice of intention to recover the amount of delinquent advances through set-off of salary or other amounts due. Such notice shall specify the date by which action to clear the account must be taken to avoid set-off action. Such date will be not less than thirty days from the date of the notice for personnel at Headquarters and not less than sixty days for personnel known to be in the field.

b. Promptly upon expiration of the period set forth in the notice under "a." above, without positive action to clear the advance, the appropriate payroll office will be requested to commence withholding salary for set-off effective with the next pay period.

c. The request for withholding will specify the total amount to be recovered by set-off and the amount to be withheld per pay period. The amount to be withheld per pay period will not exceed two-thirds (2/3) of the gross salary due per pay period, except that if the total amount to be collected does not exceed \$75.00, the total amount due will be withheld from the first pay due.

d. A copy of the request to the payroll office will be furnished to the employee through the Administrative Officer of his component.

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Change in Status	☐
Discontinued	☐
Class. Changed To:	TS S (C)
Date:	05 OCT 1955
By:	226

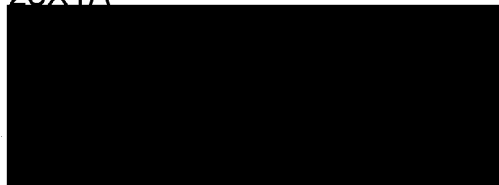
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3. In any case where it is necessary to invoke the right of set-off to recover advances of official funds, the case will be reported to the Deputy Director (Support), with a copy for the Inspector General.

4. The provisions of this memorandum will be incorporated into the Finance Division Operating Procedure which is to be written to cover follow-up actions on advances recorded in Accounts 144.2 and 144.1.

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Chief, Finance Division

FD/LRB:met

cc: DD/S
Compt.

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